

Quotation Request //

US Government Publishing Office

San Francisco Regional Office
536 Stone Rd., Suite I
Benicia CA 94510-1170

JACKET:670-608

Quotations are Due By:

(Eastern Time)12:00 PM on 11/30/2021

**Submit Quotes Online, unless otherwise instructed, via: <http://contractorconnection.gpo.gov/openjobs.aspx>
Contractor must provide mandatory W-9 form before GPO makes payment.**

TITLE: EVIDENCE ENVELOPES (PLASTIC SMALL)

QUANTITY: 2560 Plastic Evidence Envelopes.

SUBMISSION OF QUOTES: Vendor to submit quotes via Quick Quote:

<https://contractorconnection.gpo.gov/OpenJobs.aspx>. Fax, email and phone quotes are not acceptable. Late quotes will not be accepted. All problems submitting quotes via Quick Quote must be reported prior to bid opening time to the San Francisco GPO at (707) 748-1970, ext. 2.

TRIM SIZE: FACE: 8 x 13-1/2"

BACK: 8 x 10-1/2" including 3" extension flap

FORM NO: Form 5397 (PS)

SCHEDULE:

Furnished Material will be available for pickup by 12/01/2021

Deliver complete (to arrive at destination) by 12/20/2021

F.O.B. contractor's city/origin - See Below

QUALITY LEVEL: 3 Quality Assurance Through Attributes (GPO PUB 310.1, effective May 1979 (Rev. 9-19)) applies.

DESCRIPTION:

*All interested contractors are encouraged to read the entire specification prior to bidding. The purchase order and digital files will be emailed to the contractor upon award.

All shipments must be completed by traceable means with signature verification. USPS shipping methods are not an option for shipments. All quantities ship using a vendor's IRS/UPS account number. If the vendor does not have an account number established, please contact Clint Ward at 801-620-3687 and/or Lavenia Brown at 202-3170-5880 at the time of award so that an account number can be established. **DO NOT INCLUDE ANY SHIPPING COSTS IN SUBMITTED QUOTE.

PLASTIC EVIDENCE ENVELOPE. Plastic envelope prints full coverage in opaque white; type and rules overprinting in black ink on front panel only. Plastic envelope must be heat sealed along the left and right dimensions (except flap) to form an envelope. The top of the envelope is the open-end. The face extends 3" beyond the opening to create the flap. Coat the back of the extension/flap with a permanent pressure-sensitive 8 x 3/4" adhesive strap protected by a suitable peel-off liner. The flap is perforated horizontally along the entire 8" dimension, 1-1/4" from top edge.

NOTE: Full quantity is required. Shortages are not acceptable.

FURNISHED BY CONTRACTOR: All other materials and operations necessary to fulfill the contract requirements, including the following:

Contractor is required to have Internet access, provided through their Internet Service Provider (ISP) with e-mail and a web browser equivalent to Internet Explorer 6.0 or Netscape 4.0. NOTE: Any use of public address or web-based mail servers (ex: Hotmail, Yahoo, Juno) are not acceptable.

Contractor is required to have Adobe Acrobat 7.0 Professional (or more recent) software (not Adobe Reader) and the capability to receive and open file attachments compressed into a Zip (.zip) file format. The contractor must furnish all e-mail addresses for the IRS to e-mail all electronic files, in order to avoid any lapse in service, at time of award.

PAYMENT: Submitting invoices for payment via the GPO fax gateway (if no samples are required) utilizing the GPO barcode coversheet program application is the most efficient method of invoicing. Instruction for using this method can be found at the following web address:

<http://winapps.access.gpo.gov/fms/vouchers/barcode/instructions.html> .

Invoices may also be mailed to: U.S. Government Publishing Office, Office of Financial Management, Attn: Comptroller, Stop: FMCE, Washington, DC 20401.

For more information about the billing process, refer to the General Information of the Office of Finance web page located at <https://www.gpo.gov/finance/index.htm>.

MATERIAL FURNISHED: Contractor to receive. The purchase order and digital files will be emailed to the contractor upon award.

PDF file, 2040 Electronic Distribution List, and carton labels. All files are PDF files.

Prior to image processing, the contractor shall perform a basic check (preflight) of the furnished media and publishing files to assure correct output of the required reproduction image. Any errors, media damage or data corruption that might interfere with proper file image processing must be reported to your contract administrator.

The contractor shall create/alter any necessary trapping, set proper screen angles and screen frequency, and define file output selection for the imaging device being utilized. Furnished files must be imaged as necessary to meet the assigned quality level.

PAPER: * Must be in accordance with JCP Paper Specification Standards in effect on date of this order
Clear Flexible 0.003 Thick Polyester or Cellulose Acetate Basis Weight

COLOR OF INK:

Black and Opaque White

PRINT PAGE: One Side Only

MARGINS:

No bleeds required. Follow digital files for margins.

PROOFS:

Proofs are not required. Contractor is responsible for performing all necessary proofreading to ensure the final product is in conformity with the copy submitted.

PACKING:

Pack envelopes 500 per carton, in shipping containers not to exceed 32lbs. See "CONTAINERS/CARTONS", below).

CONTAINERS/CARTONS: Contractor is to furnish all shipping containers/cartons. All cartons must be packed solid with a maximum weight of 28 to 32 lbs. per carton. Place full size corrugated boards on top, bottom, and vertically between stacks. Pack solid in corrugated or solid fiber shipping containers, bursting strength: 200 p.s.i., minimum. Bottom flaps may be glued, stapled, or sealed with 2 to 3 polyester tape (not reinforced). (Minimum 65 lbs./inch transverse tensile strength). The cartons, if stapled, must be stapled before packing and without damage to the product, no staples are to be on the top. Cartons are to be sealed at the top with 2 to 3 paper or polyester tape (not reinforced). Approximate carton size is 17-1/2 x 11-1/2 x 8". Contractor will determine exact dimensions of carton in accordance with folded and/or trim size and weight of the product produced. All shipping containers/cartons will require an IRS Form 6153 attached.

LABELING AND MARKING (package and/or container labels): All cartons must have IRS shipping label (IRS Form 6153 (3-2006)) affixed to one end of the carton only (never on top, long-side, or bottom). Carton labels **MUST** be generated from the PDF file provided. Contractor **MUST** produce shipping container labels from the furnished file in the same-size, black ink, on Hammer mill white, and fill in any appropriate blanks electronically. Carton labels that are streamlined or recreated (redesigned) by the contractor will not be acceptable.

IRS Form 6153 Carton Labels will be provided via e-mail to contractor with the electronic 2040 distribution list.

Fields for Contractor to Electronically: (a) Carton # of #; (b) From address; (c) To/Consignee address*; and (d) Carton quantity (if carton quantity is blank, it must be updated with the correct packing quantity).

AUTOMATED CARTON # OF # FIELDS: To print the correct number of labels for each address with sequential carton numbers, input the total number of cartons in second # field and press "Print" Labels button. Warning: Once the print button is pressed, printing cannot be canceled. Be sure all information is correct prior to printing.

CARTONS LABELS FOR SMALL PACKAGE CARRIER (SPC) SHIPMENTS: Small Package Carrier shipments (ex UPS) **MUST** contain an additional "electronically created" address label for each carton/package. The additional "electronically created" SPC address labels must be affixed to the top of each and every carton/package on the edge nearest the IRS Carton Label (F 6153 ((3-2006)). See "DISTRIBUTION" for additional requirements of the separate SPC labels for IRS locations.

*At the contractor's option, the consignee address may be eliminated from the carton labels on all full and secure pallet loads. If this option is exercised, then in addition to the cartons being labeled, pallets require labels containing the full shipping address on all four sides of the load on the pallet.

MISLABELING/QUANTITY/LOOSE PACKING: In addition to other inspection procedures detailed elsewhere in these specifications, the contractor is responsible for correcting all packaging and packing

problems (i.e. mislabeled cartons, IRS carton labels not being used, cartons not being packed solid, incorrect pallets, or pallets not being layered right). The delivery will either be returned to the contractor to be corrected or the contractor will be required to make the corrections on site. If the contractor is required to make corrections on site and does not arrange to be on the site correcting the problem(s), they will then be billed by GPO for the amount that accrued in fixing the problem by an outside vendor.

"Mislabeling" means any error on the carton label which incorrectly states or identifies the title of the product; the product identification number; or the quantity of copies actually contained in the carton.

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For Ground Service Deliveries Under 750 lbs - Contractor is required to ship via established IRS/UPS small package carrier account number. The contractor MUST have the capability to generate SPC shipping labels electronically and each label MUST provide the 2 following reference fields: Reference Field 1 - GPO Jacket #; Reference Field 2 - IRS requisition number for this procurement.

Contractor MUST Ship all quantities, to all addresses, to be at destination on the specified contract dates (MUST be full quantities to all consignees, no shortages will be accepted unless otherwise specified). Contractor MUST coordinate with their designated motor freight/small package shipper to ensure that deliveries are received at locations on exact days indicated.

For Ground Service Deliveries Over 750 Lbs - Not required for this job.

Departmental Random Copies - Contractor is required to supply 80 copies as Departmental Random Copies at the completion of production, for the purpose of testing against compliance specifications, by dividing into equal sub-lots and selecting 1 copy from each sub-lot. Contractor will be required to complete GPO Form 917, Certificate of Selection of Random Copies, and include in departmental random copy package(s) with selected copies. Contractor to supply departmental random copies in a separate shipping container and ship to location indicated on Electronic Distribution Form 2040 or otherwise listed under SHIPPING LOCATIONS.

LABELING AND MARKING for Random Copies (package and/or container labels): Contractor MUST affix a completed GPO Form 2678 to each carton, printed same-size, on blue writing stock. Do not include IRS Form 6153 on blue label cartons. Departmental Random Copies shipping via Small Package Carrier account must contain additional small package carrier label.

Pack 500 per shipping container.

DISTRIBUTION:

CUSTOMER DELIVERY NOTIFICATION: Contractor must notify the ordering agency on the same day that the product ships/delivers via e-mail to Clint.S.Ward@irs.gov AND Lavenia.brown@irs.gov. The subject line of this message shall be "Distribution Notice for Jacket 670-608". The notice must provide all applicable tracking numbers, shipping method, and Title. Contractor must be able to provide copies of all

delivery, mailing, and shipping receipts upon agency request.

FOB Contractor's City on or before December 20, 2021. All shipments must be completed by traceable means with signature verification.

The following locations MUST ship on/or prior to 12-20-2021:

Ship 2,500 copies to:

Bloomington, IL 61705-6612

(Complete address will be provided on Electronic Distribution List, IRS Form 2040)

Ship 50 Blue Label copies to:

Bloomington, IL 61705-6612

(Complete address will be provided on Electronic Distribution List, IRS Form 2040)

Ship 5 copies to:

IRS/Attn: Clint Ward

(Complete address will be provided on Electronic Distribution List, IRS Form 2040)

Ship 5 copies to:

IRS/Attn: Lavenia Brown

(Complete address will be provided on Electronic Distribution List, IRS Form 2040)

ELECTRONIC SHIPPING VERIFICATION: A fillable PDF file will be e-mailed to contractor, contained in a WinZip file, indicating location(s) and quantities to be shipped. IRS' Electronic Form 2040 - Distribution List is used for shipping verification and is used for the purpose of updating IRS' databases and to inform destinations of the shipping and quantity status. The contractor MUST the Electronic Form 2040 and transmit via e-mail to IRS on day of product shipment. Any delay or missed input could result in delay of payment. The contractor is required to complete and email Form 2040 daily to IRS when shipping begins. The majority of the information will be included in the report from the IRS to the contractor but the contractor is responsible for the verification and correctness of information supplied back to IRS. It will be the contractor's responsibility to the Shipping Status, Ship Quantity and Date Shipped fields with their information as per instructions included in Form 2040 PDF. An IRS' Quick Reference Guide for the Form 2040 application will be made available upon the contractor's request. If there is any information missing or incorrect, please contact the IRS Printing Analyst that is specified in the upper corner of Form 2040. (see exhibit 2)

SHIPPING MANIFESTS: Contractor will be required to provide tracking numbers for all shipments to clint.s.ward@irs.gov; Lavenia.Brown@irs.gov and scox@gpo.gov to verify transit. Verification(s) must be received at time of shipment(s).

QUALITY ASSURANCE LEVELS AND STANDARDS: The following levels and standards shall apply to these specifications:

Inspection Levels (from ANSI/ASQC Z1.4):

- (a) Non-destructive Tests -- General Inspection Level I.
- (b) Destructive Tests -- Special Inspection Level S-2.

Specified Standards-- The specified standards for the attributes requiring them shall be:

ATTRIBUTE	SPECIFIED STANDARD
P-7. Type Quality and Uniformity	Government furnished files
P-9. Solid or Screen Tints Color Match	Black & Opaque White Inks

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**PREAWARD SURVEY:** In order to determine the responsibility of the prime contractor or any subcontractor, the Government reserves the right to conduct an on-site pre-award survey at the contractor's/subcontractor's facility or to require other evidence of technical, production, managerial, financial, and similar abilities to perform, prior to the award of a contract. As part of the financial determination, the contractor in line for award may be required to provide one or more of the following financial documents:

- 1) Most recent profit and loss statement
- 2) Most recent balance sheet
- 3) Statement of cash flows
- 4) Current official bank statement
- 5) Current lines of credit (with amounts available)
- 6) Letter of commitment from paper supplier(s)
- 7) Letter of commitment from any subcontractor

The documents will be reviewed to validate that adequate financial resources are available to perform the contract requirements. Documents submitted will be kept confidential, and used only for the determination of responsibility by the Government. Failure to provide the requested information in the time specified by the Government may result in the Contracting Officer not having adequate information to reach an affirmative determination of responsibility.

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**Attachment(s):** NONE